

**CALIFORNIA POLLUTION CONTROL
FINANCING AUTHORITY**

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SACRAMENTO, CA 94209-0001
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MEMBERS:
Phil Angelides, Chair
State Treasurer

Steve Westly
State Controller

Michael Genest, Director
Department of Finance

JOB OPPORTUNITY BULLETIN

Class: **Junior Staff Analyst**
Assistant Treasury Program Officer
Associate Treasury Program Officer

Tenure: **Permanent**

Time Base: **Full-Time**

Salary: **\$2632 - \$3465 – Junior**
\$3418 - \$4155 – Assistant
\$4111 - \$4997– Associate

Under the supervision of the Treasury Program Manager I of the [California Pollution Control Financing Authority \(CPCFA\)](#), and under the general direction of the Deputy Executive Director of CPCFA/CIDFAC (acronym for the California Industrial Development Financing Advisory Commission), the incumbent acts as analyst for the Authority's and the Commission's tax-exempt bond programs. The analyst may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Performing the more routine analysis involved with various financing mechanisms including bond sales and use of bond sale proceeds, loan agreements, indentures, bond purchase contracts, official statements, tax certificates and reimbursement agreements
- Assisting with the preparation and management of consultant contracts and amendments and other various contract-related documentation and reports; assist with the development of recommendations concerning contract terms and task order preparation to management; preparing RFPs/RFQs and coordinating all activities associated with the consultant selection process.
- Analyzing new CPCFA/CIDFAC applications, detailing these proposed projects by writing staff summaries from which the authority's board members will base their decisions.
- Providing technical information and assistance to other technical and clerical staff related to various financing and bond program participants, other State agencies, the Legislature, members of the banking and investment community and bond rating agencies.
- Assist with special research-oriented projects on topics which affect the direction of the Authority, including involvement on various Authority task force teams which research problematic areas and assist with the development of recommendations to management.
- Acting as liaison with STO Public Finance Division (PFD) with respect to the Authority's Target Business Enterprise (TBE) reporting requirements by inputting financing team data on our Automated Bond Support System (database); producing such reports and proofing them for accuracy; and supplying the PFD with this information on a monthly basis, as well as responding to PFD inquiries about the Authority's TBE participation.
- Developing and updating written procedures for Authority program activities, bond sales and closings, and general office operations.

DESIRABLE QUALIFICATIONS:

- Strong writing skills.
- Strong interest in public finance.
- Ability to make oral and written presentations before the Authority's Board.
- Demonstrate a high degree of good judgment, analytical ability, and independence in carrying out assignments.
- Demonstrate a high degree of responsibility, dependability, and flexibility on the job.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have eligibility as an Associate Treasury Program Officer, Assistant Treasury Program Officer or Junior Staff Analyst may apply.

Please state the source of your eligibility. If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number 345-002-4237-006 next to the classification on your application/resume, i.e., Assistant Treasury Program Officer, Associate Treasury Program Officer, or Junior Staff Analyst CPCFA .

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Cec Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CPCFA complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact CSFA at (916) 654-5610 or TDD (916) 654-9922.